

DEPARTMENT OF JUSTICE
STATE BUREAU OF INVESTIGATION
ADMINISTRATIVE SERVICES DIVISION
RESEARCH AND PLANNING SECTION
ADMINISTRATION UNIT

Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.** The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


APPROVAL RECOMMENDED


Linda Pulliam, Chief Records Officer
State Bureau of Investigation



Scottie D. Carpenter, Special Unit Supervisor
Research and Planning Section


Lee Allen, Assistant Director
Administrative Services Division


Robin Pendergraft, Director
State Bureau of Investigation


David J. Olson, Director
Division of Historical Resources

APPROVED


Roy Cooper, Attorney General
Department of Justice
Chief of Staff


Lisbeth C. Evans, Secretary
Department of Cultural Resources

March 14, 2003

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Item 36755. FICTITIOUS DRIVER'S LICENSE AND REGISTRATION FILE. Requests made by law enforcement agencies for the issuance of fictitious driver's licenses and vehicle registrations to be used for the undercover activities of these law enforcement agencies. File includes applications, renewal requests, correspondence, and other related records. Agency name, requestor's name, fictitious name and plate number, renewal date, and other related data are entered into the Fictitious Driver's License and Registration Database (Electronic) File (Item NEW). (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46745. CONFIDENTIAL DRIVER'S LICENSE AND REGISTRATION FILE. Requests made by law enforcement agencies for the issuance of confidential driver's licenses and vehicle registrations to be used for the undercover activities of these law enforcement agencies. File includes application, renewal request, correspondence, and other related records. Agency name, address, and number of tags are entered into the Confidential Driver's License and Registration Database (Electronic) File (Item NEW). (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records.)

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 46746. FICTITIOUS DRIVER'S LICENSE AND REGISTRATION DATABASE (ELECTRONIC) FILE. Listings of fictitious driver's licenses and vehicle registrations to be used for the undercover activities of law enforcement agencies. Agency name, requestor's name, fictitious name and plate number, renewal date, and other related data are entered into this database. (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Update or erase in office when superseded or obsolete.

Item 46747. CONFIDENTIAL DRIVER'S LICENSE AND REGISTRATION DATABASE (ELECTRONIC) FILE. Listings of confidential driver's licenses and vehicle registrations to be used for the undercover activities of law enforcement agencies. Agency name, address, and number of tags are entered into this database. (Comply with applicable provisions of G.S. 20-39.1 regarding confidentiality of records).

DISPOSITION INSTRUCTIONS: Update or erase in office when superseded or obsolete.

Item 46748. GRANTS FILE. Records concerning grants awarded to and/or administered by section. File includes administrative documents, reports, regulations and guidelines, correspondence, audits, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after 4 year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.